



شركة تنميه نفط عُمان
Petroleum Development Oman



EXTERNAL CANDIDATE USER MANUAL

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1.0 Using This Guide

As an ongoing endeavour towards continuous improvement, Petroleum Development Oman (PDO) has launched a new online recruitment system. This tool has been launched with an aim to increase the efficiency and transparency of our recruitment process and ensure that timely recruitment is done.

The SAP e-Recruiting tool enables PDO to identify, attract and source suitable employees from across the world and offers an automated end-to-end service from job application until successful candidate is on-seat. This tool provides applicants with an interface where they can search for jobs, maintaining their talent profile by uploading resumes and CVs; document their desires, skills, and qualifications; and provide their career history.

This document is aimed at providing these candidates with support in searching and applying for suitable jobs with PDO. The document clearly illustrates every step of the candidate registration and job application process and highlights how candidates can resolve any specific query they have.

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2.0 Before We Start

Please note that once you have registered, you will use the assigned username to access this site in future.

The following browsers are recommended by SAP for use with the SAP e-Recruiting system:

- ✓ Apple Safari Version 4.0 or higher,
- ✓ Microsoft Internet Explorer Version 6.0 or higher,
- ✓ Firefox Version 3.6 or higher

If you use any other version or different browser and are not able to access the system, please switch to any of the above recommended browsers.

For personal security and to prevent illegal access to your profile, please always remember to click **“Log off”** before leaving the system, especially if you are using a public computer.

Most screens are opened and displayed in new windows or tabs. If you have suppressed the display of additional windows with a popup blocker, you must deactivate this for this application.



3.0 How to Register in e-Recruitment

Candidate can register in the system using the below interface by clicking on “Register here”

- Candidates are required to enter all the information provided below, accepting the “Data Privacy Statement” and selecting the “Register” button.

- Once registered, the candidate will receive an email with a verification link to confirm their email address.

- Click on the link in the received, confirmation email. This will direct you to your profile to add and modify your details.

- Click on “Personal Career Pages” to get into the Candidate Profile.



4.0 How to maintain and add personal data

- In the “**Candidate tab**” and under “**My Profile**”, candidates are able to change all personal information and attach their CV
- Enter the candidate profile page.
- Populate all of the fields on the “**personal data**” page, utilising text fields, drop-down lists and calendars.
- Ensure all drop-down lists are populated with items and all selected or entered data is populated

SAP

Candidate Profile | Employment Opportunities

My Profile | Personal Settings | Change User Name | Delete Registration

My Profile

1 Personal Data | 2 Education/Training | 3 Work Experience | 4 Qualifications | 5 Preferences | 6 Attachments | 7 Overview and Release | 8 Completed

4 Previous Step | Next Step 5

What is your personal data and how can we contact you?

Form of Address: -- Select --

First Name: Raya | Second Name: Zahr

Third Name: | Last Name: Al Busaidi

Gender: Unknown | Date of Birth: | Nationality: | National Id: |

Permanent Residence

Street/House Number: | Street/House Number 2: | Country: -- Select -- | Region: | Location: | Postal Code: |

Temporary Residence

Street/House Number: | Street/House Number 2: | Country: -- Select -- | Region: | Location: | Postal Code: |

Which address would you prefer us to use to contact you?

Preferred Address: -- Select --

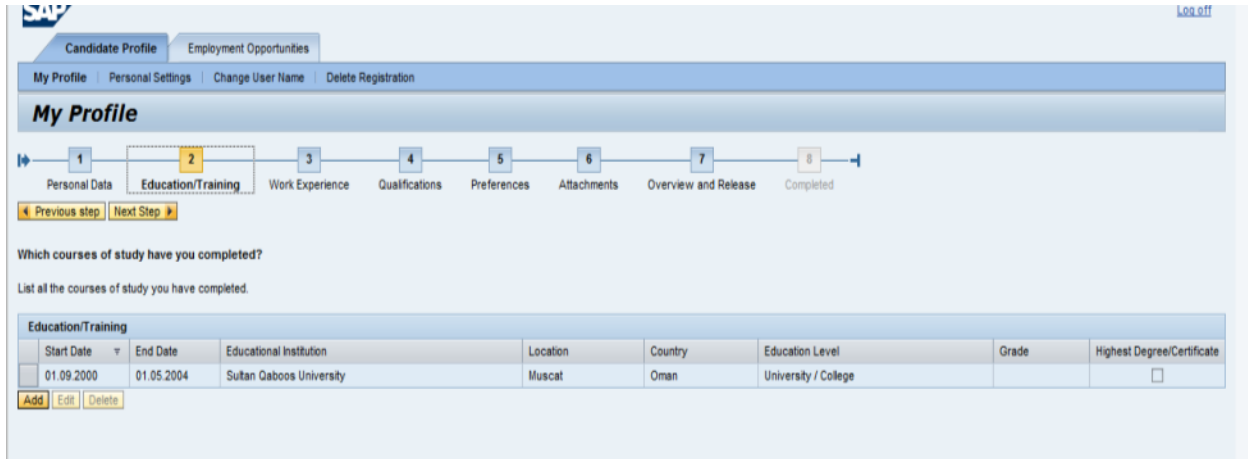
Communication Data

E-Mail: | Private: | Business: | Mobile: |



5.0 How to Update Your Education/Training

Once all the data are entered in the “Personal data” page, navigate to the **Next Step**  “Education/Training”



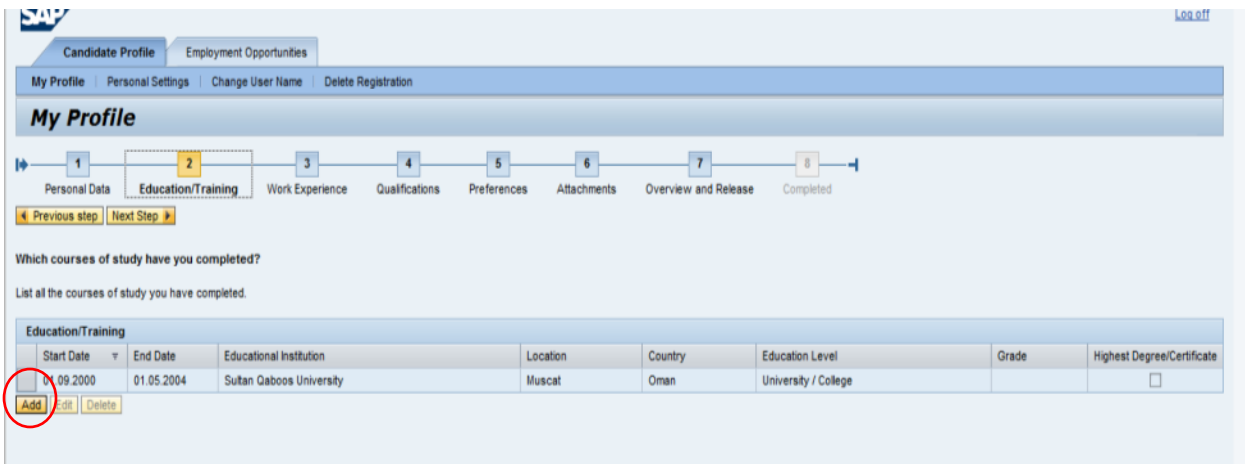
Which courses of study have you completed?

List all the courses of study you have completed.

Start Date	End Date	Educational Institution	Location	Country	Education Level	Grade	Highest Degree/Certificate
01.09.2000	01.05.2004	Sultan Qaboos University	Muscat	Oman	University / College		<input type="checkbox"/>

Add **Edit** **Delete**

- Add your educational details like educational institution, state, country, location, field of education, subject, educational level etc. by clicking the “**Add**” button



Which courses of study have you completed?

List all the courses of study you have completed.

Start Date	End Date	Educational Institution	Location	Country	Education Level	Grade	Highest Degree/Certificate
01.09.2000	01.05.2004	Sultan Qaboos University	Muscat	Oman	University / College		<input type="checkbox"/>

Add **Edit** **Delete**

- The “**Add**” button will lead you to the pop-up to Add educational details.
- Populate all of the educational fields using text, drop-down lists, and calendars.
- When fields are populated select the “**OK**” button.
- Ensure the educational information is transferred to the Education page.
- Create multiple educational records and ensure all are populated on the “**Education page**”.



1 2 3 4 5 6 7 8

Personal Data Education/Training Work Experience Qualifications Preferences Attachments Overview and Release Completed

Previous step Next Step

Which courses of study have you completed?

List all the courses of study you have completed.

Start Date	End Date	Educational Institution	Grade	Highest Degree/Certificate
01.09.2000	01.05.2004	Sultan Qaboos U		<input type="checkbox"/>

Add Edit Delete

Add Education

Educational Institution:

Start Date:

Country:

Location:

Education Type:

Field of Education:

Subject:

Description:

End Date:

Region:

Education Level:

Highest Degree/Certificate:


Grade:

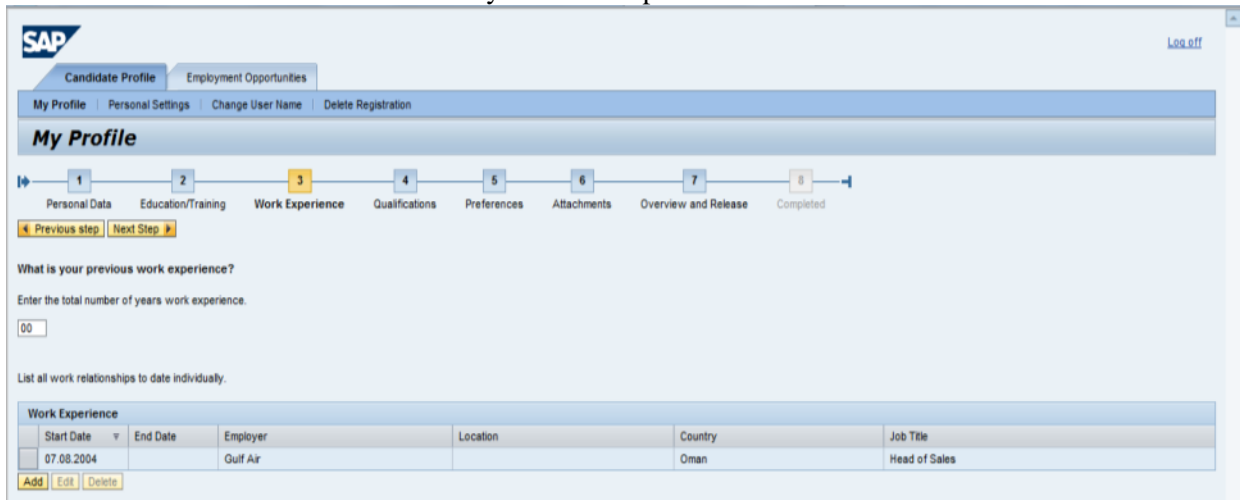
OK

Cancel



6.0 How to enter your work experience in the profile

- After entering your educational details click 
- Navigate to the Work Experience page
- Enter the total number of years worked in the “**work experience**” field. By default, the field has "00"
- Click the “**Add button**” to enter your work experience.



My Profile

1 Personal Data 2 Education/Training 3 **Work Experience** 4 Qualifications 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

What is your previous work experience?

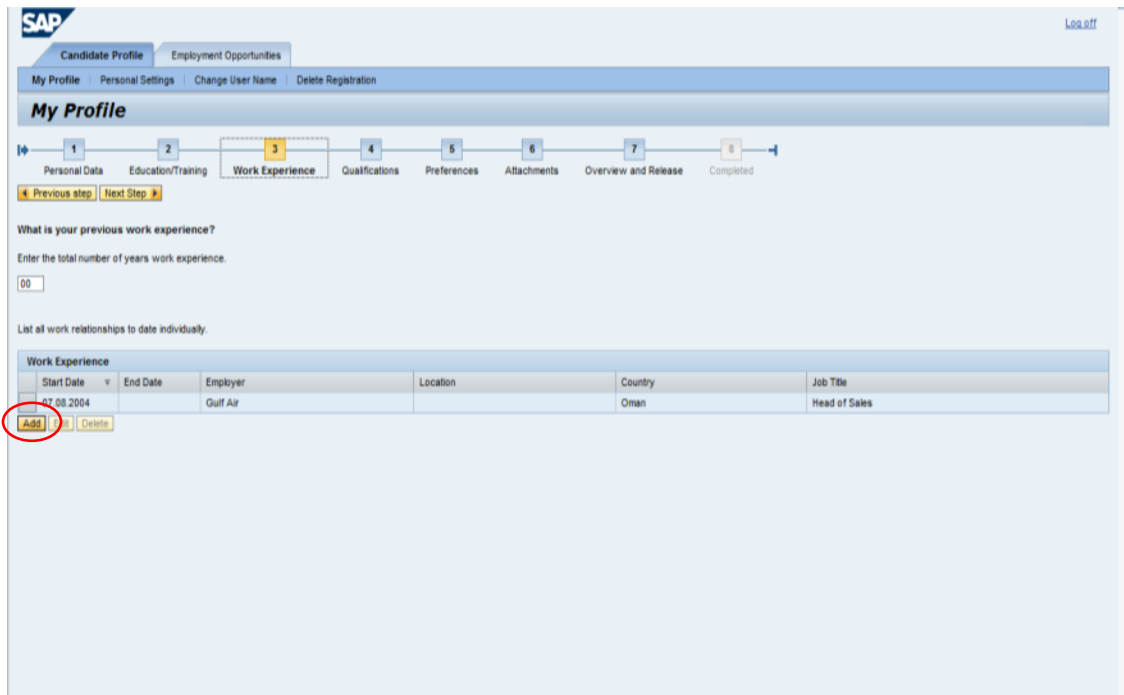
Enter the total number of years work experience.

00

List all work relationships to date individually.

Start Date	End Date	Employer	Location	Country	Job Title
07.08.2004		Gulf Air		Oman	Head of Sales

Add Edit Delete



My Profile

1 Personal Data 2 Education/Training 3 **Work Experience** 4 Qualifications 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

What is your previous work experience?

Enter the total number of years work experience.

00

List all work relationships to date individually.

Start Date	End Date	Employer	Location	Country	Job Title
07.08.2004		Gulf Air		Oman	Head of Sales

Add Edit Delete

- Enter all of the work experience fields using text, drop-down lists, and calendars.
- Click the “**OK**” button.



- Ensure your work experience information is transferred to the “**work experience**” page.
- Create multiple work experiences and ensure all are populated on the “**work experience**” page.

The screenshot shows the SAP e-Recruiting 'My Profile' page. The 'Work Experience' step is highlighted in the progress bar. A modal window titled 'Add Work Experience' is open, allowing the user to enter details for a new work experience entry. The modal includes fields for Employer, Start Date, End Date, Country, Region, Location, Industry, Functional Area, Hierarchy Level, Job Title, and Description. The 'OK' button is circled in red.

What is your previous work experience?

Enter the total number of years work experience.

00

List all work relationships to date individually.

Start Date	End Date	Employer
07.08.2004		Gulf Air

Add Edit Delete

Add Work Experience

Employer:

Not under Notice: ☐

Start Date: End Date:

Country: -- Select -- Region:

Location:

Industry: -- Select -- Functional Area: -- Select --

Hierarchy Level: -- Select --

Job Title:

Description:

OK Cancel



7.0 How to enter your Qualification in the profile

After entering your work experience, proceed to **Next Step** qualification.

Rate your competencies and qualifications. You can use the text fields to provide additional information, if required.

Qualification Group	Qualification	Proficiency
1.01 STAFF MANAGEMENT	1.01.01 Communication	Knowledge
1.01 STAFF MANAGEMENT	1.01.02 Leadership	Skill
1.01 STAFF MANAGEMENT	1.01.04 Coaching & Mentoring	Skill
1.02 Personal	1.02.01 Working Effectively in Teams	Knowledge
1.02 Personal	1.02.02 Communicating & Presenting	Skill
1.02 Personal	1.02.03 Inter-Cultural Communications	Awareness
1.02 Personal	1.02.04 Planning & Organisation	Knowledge
1.02 Personal	1.02.06 Negotiation	Skill
1.02 Personal	1.02.08 Handling Conflict & Stress	Knowledge

Add **Edit** **Delete**

- Click the “**Add**” button to enter your qualifications.
- Select multiple qualifications using the tool and build a set of qualifications using multiple tabs.
- The qualifications are categorised based on the various functions. Therefore, select the qualifications in the functions (tabs) which are relevant to your experience
- When list is complete, click the “**OK**” button to populate the qualifications page.

Rate your competencies and qualifications. You can use the text fields to provide additional information, if required.

Qualification Group	Qualification	Proficiency
1.01 STAFF MANAGEMENT	1.01.01 Communication	Knowledge
1.01 STAFF MANAGEMENT	1.01.02 Leadership	Skill
1.01 STAFF MANAGEMENT	1.01.04 Coaching & Mentoring	Skill
1.02 Personal	1.02.01 Working Effectively in Teams	Knowledge
1.02 Personal	1.02.02 Communicating & Presenting	Skill
1.02 Personal	1.02.03 Inter-Cultural Communications	Awareness
1.02 Personal	1.02.04 Planning & Organisation	Knowledge
1.02 Personal	1.02.06 Negotiation	Skill
1.02 Personal	1.02.08 Handling Conflict & Stress	Knowledge

Add **Edit** **Delete**

- Enter the information required
- Click on “**OK**” to save the new or the updated information before proceeding to the next step as shown below.



- Click each tab one by one and enter the relevant information.
- The selected tab will turn to a dark colour which indicates which tab you have selected.
- The tab selected below (Alarm Management) represents the qualification catalogue or function in which the qualification belongs to.
- Select the qualification relevant to you as a candidate by checking the "Selected" checkbox. Then select, the Proficiency you have for that qualification.
- Refer to "Description of Proficiencies" on the right hand side to understand what each proficiency represents.

Add Qualifications

Alarm Management (CR) | Allocate/Monitor Prog/Work Qual In Area | Application Management | Business

Selected	Qualification	Other Information	Proficiency
<input checked="" type="checkbox"/>	Ident Alarm Sys/Terminology/Recog Alarms	f	Not rated
<input type="checkbox"/>	Ident/Access Alarm Param/Tag/Point Setpts	f	Not rated
<input type="checkbox"/>	Identify Acknowl Seq/Take Approp Actions	f	Awareness
<input type="checkbox"/>	Identify Alarm Pg/Windows Select Graphics	f	Knowledge
<input type="checkbox"/>	Log And Report Nuisance Alarms	f	Skill
<input type="checkbox"/>	Recog Alarm Priority Sys/Ident Color Code	f	Mastery
<input type="checkbox"/>			Not rated

Other Qualifications:

Description of Proficiencies

Not rated: -

Awareness: -Awareness and basic understanding - Has a general understanding or a broad perception of particular subject matter - Identifies, lists, recalls and recognises - Able to talk about the topic sensibly - Knows where to seek and obtain further information -Knows when to refer to others for additional guidance -Asks for help when needed

Knowledge: - Having a Working knowledge - The condition of possessing a specific understanding through instruction, study or experience in regard to a particular subject matter -Contributes, defines, describes, explains, participates, relates, translates, writes. -Works within guidelines or previous work examples - Takes accountability for own area of

To navigate to another qualification catalogue, you can either select the next tab (as highlighted in red), or the arrow (highlighted in red) or expand the folder list (as highlighted in green)

Add Qualifications

Alarm Management (CR) | Allocate/Monitor Prog/Work Qual In Area | Application Management | Business

Selected	Qualification	Other Information	Proficiency
<input checked="" type="checkbox"/>	Ident Alarm Sys/Terminology/Recog Alarms	f	Not rated
<input type="checkbox"/>	Ident/Access Alarm Param/Tag/Point Setpts	f	Not rated
<input type="checkbox"/>	Identify Acknowl Seq/Take Approp Actions	f	Awareness
<input type="checkbox"/>	Identify Alarm Pg/Windows Select Graphics	f	Knowledge
<input type="checkbox"/>	Log And Report Nuisance Alarms	f	Skill
<input type="checkbox"/>	Recog Alarm Priority Sys/Ident Color Code	f	Mastery
<input type="checkbox"/>			Not rated

Other Qualifications:

Description of Proficiencies

Not rated: -

Awareness: -Awareness and basic understanding - Has a general understanding or a broad perception of particular subject matter - Identifies, lists, recalls and recognises - Able to talk about the topic sensibly - Knows where to seek and obtain further information -Knows when to refer to others for additional guidance -Asks for help when needed

Knowledge: - Having a Working knowledge - The condition of possessing a specific understanding through instruction, study or experience in regard to a particular subject matter -Contributes, defines, describes, explains, participates



- When expanding on the folder list (highlighted in green above), the complete qualification catalogue will be listed as shown below. You can scroll down until you find a qualification that is relevant to your experience, then accordingly select it along with the proficiency
- You can also enter relevant qualifications that do not exist in the PDO catalogue in the **"Other Qualifications"** text area as highlighted in red below.

Add Qualifications

Alarm Management (CR) Allocate/Monitor Prog/Work Qual In Area Application Management Business

Selected	Qualification	Other Information	Proficiency
<input checked="" type="checkbox"/>	Ident Alarm Sys/Terminology/Recog Alarms		Not rated
<input type="checkbox"/>	Ident/Access Alarm Param/Tag/Point Setpts		Not rated
<input type="checkbox"/>	Identify Acknowl Seq/Take Approp Actions		Not rated
<input type="checkbox"/>	Identify Alarm Pg/Windows Select Graphcs		Not rated
<input type="checkbox"/>	Log And Report Nuisance Alarms		Not rated
<input type="checkbox"/>	Recog Alarm Priority Sys/Ident Color Code		Not rated

Other Qualifications:

- ✓ Alarm Management (CR)
- Allocate/Monitor Prog/Work Qual In Area
- Application Management
- Business
- CP-Contract Negotiation/Manage Claims
- CP-Investment Recovery
- CP-Local Business Development
- CP-Manage Market Intelligence
- CP-Manage Materials Inventory
- CP-Manage Materials Procurement
- CP-Manage Post Contract Activities
- CP-Manage Pre-Tender Activities
- CP-Manage Supply Chain
- CP-Manage Tendering Process
- CP-Manage e-Business
- CP-Manage eProcurement
- CP-Master Catalogue coding
- CP-Stock Checking



8.0 Create your preference to the profile

- Enter all of the fields on the preferences page utilising text fields and drop-down lists.
- Ensure all drop-down lists are populated with items and all selected or entered data is populated.
- Ensure to enter data into the **“Employment Preferences”** tab by clicking on the **“Add”** button and then selecting the Functional Area relevant to you

The screenshot shows the 'My Profile' page in SAP e-Recruiting. The page has a navigation bar with seven steps: 1. Personal Data, 2. Education/Training, 3. Work Experience, 4. Qualifications, 5. Preferences (highlighted), 6. Attachments, and 7. Overview and Release. Below the navigation bar are 'Previous step' and 'Next Step' buttons. The main heading is 'What interests, preferences, and expectations do you have?'. Below this is a sub-heading: 'Specify the expectations you have for a new work relationship. You can also describe your preferences in your own words in addition to the predefined s'. The form contains several fields: 'Interest Group:' with a dropdown menu showing '-- Select --'; 'Annual Salary Expectations:' with a dropdown menu showing '-- Select -'; 'Willingness to Relocate:' with a dropdown menu showing 'Not Specified'; 'Work Location (Area):' with a text input field and a small icon; 'Work Loc. (Sub Area):' with a text input field and a small icon; and a large 'Description:' text area. At the bottom, there is a section titled 'Employment Preferences' containing a table with the header 'Functional Area' and several empty rows. Below the table are 'Add' and 'Delete' buttons.



9.0 How to add your resume

After entering your preference, click **Next Step** to navigate to the attachment page.

The screenshot shows the SAP e-Recruiting 'My Profile' page. The progress bar indicates the user is at step 6, 'Attachments'. The 'Add' button is highlighted in the bottom left corner of the Attachments table.

Document Title	Attachment Type	Language
CV	Resume	English

- Click the “**Add**” button to access the upload tool.
- Browse and upload at least one document.
- Ensure uploaded documents show on the “**Attachments**” page.

The screenshot shows the same SAP e-Recruiting 'My Profile' page, but the 'Add' button in the bottom left corner of the Attachments table is circled in red.

Document Title	Attachment Type	Language
CV	Resume	English

- Click the “**Browse**” button to upload the document.



Candidate Profile | Employment Opportunities

My Profile | Personal Settings | Change User Name | Delete Registration

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences

◀ Previous step Next Step ▶

Do you want to supplement your data by adding attachments?

You can attach electronically stored documents to supplement your data.

Attachments

Document Title
No attachments maintained

Add Edit Delete

Document Title:

Attachment Type: -- Select --

Language: -- Select --

File: **Browse...**

Transfer Cancel



Once the file has been selected, enter the "Document Title", "Attachment Type", and then click on the **"Transfer"** button

1 2 3 4
Personal Data Education/Training Work Experience Qualifications

Previous step Next Step

Do you want to supplement your data by adding attachments?
You can attach electronically stored documents to supplement your data.

Attachments

Document Title
No attachments maintained

Add Edit Delete

Document Title:

Attachment Type:

Language:

File: Browse...

Transfer Cancel

1 2 3 4 5 6 7
Personal Data Education/Training Work Experience Qualifications Preferences Attachments Overview and Release

Previous step Next Step

Do you want to supplement your data by adding attachments?
You can attach electronically stored documents to supplement your data.

Attachments

Document Title	Attachment Type
CV	Resume

Add Edit Delete



10.0 How to review the data entered

- After attaching the document, click **Next Step** to review the **“Profile Overview”** and make sure all of the data entered on all of the profile pages is being displayed in the appropriate section of the overview.
- Select the **“Data Privacy Statement”**, ensure the link is valid and take the user to the Data Privacy Statement.
- Check to see that all attachments are listed at the bottom of the data overview page.
- Click the **“Complete”** button.

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Attachments 7 **Overview and Release** 8 Completed

[Previous Step](#) [Complete](#)

Do you want to be considered for open job vacancies?

☒ I want to release my profile in order to be considered for other employment opportunities as well. For this purpose, other recruiters can access my data in accordance with the data privacy statement.

Confirm that you accept our data privacy statement

[Data Privacy Statement](#)

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

☒ Yes, I have read the data privacy statement and I accept it

[Complete](#)

Data Overview

Personal Data		Address
Form of Address	First name	Ms. Fadya Rawahi Ghubra OMAN
Ms.	Fadya	
Academic Title 1	Last name	
	Rawahi	
Date of birth	Sex	
	Female	

Communication Data

Other Addresses			
Street	Postal Code	City	Country
Ghubra			Oman

Telephone

Telephone numbers available



11.0 How to set your Personal Setting

- Candidates are able to change the setting as per their preference on “**Personal Setting**”. Example (Date Format and format of data overview whether to be as HTML or PDF).

SAP

Candidate Profile | Employment Opportunities

My Profile | **Personal Settings** | Change User Name | Delete Registration

Personal Settings

Would you like to tailor your pages to suit your personal requirements?

Basic Settings
Specify the formats in which numbers and date information is displayed Note that these settings do not take effect until you log on again

Date Format: DD.MM.YYYY

Decimal Notation: 1.234.567,89

General Settings
Data overviews can be displayed in HTML format or in Adobe Portable Document Format (PDF) To be able to display the information in PDF format, Adobe Acrobat Reader must be installed
The preferred language specifies the language in which you want to receive and send your correspondence.

Display Format for Data Overviews: -- Select --

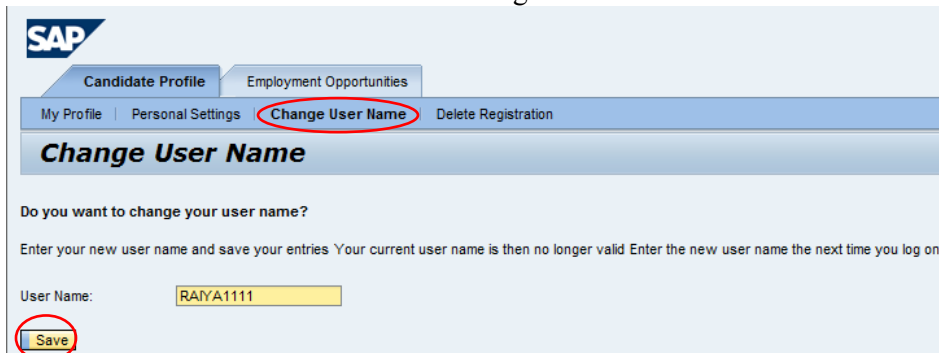
Preferred Language: English

Save



12.0 How to Change your username

- Click on “Change Username” link in the candidate profile tab to change your username.
- Type the new username. This will change the username you have used to logon to the candidate profile.
- Now click “Save” to save the changes made



SAP

Candidate Profile | Employment Opportunities

My Profile | Personal Settings | **Change User Name** | Delete Registration

Change User Name

Do you want to change your user name?

Enter your new user name and save your entries. Your current user name is then no longer valid. Enter the new user name the next time you log on.

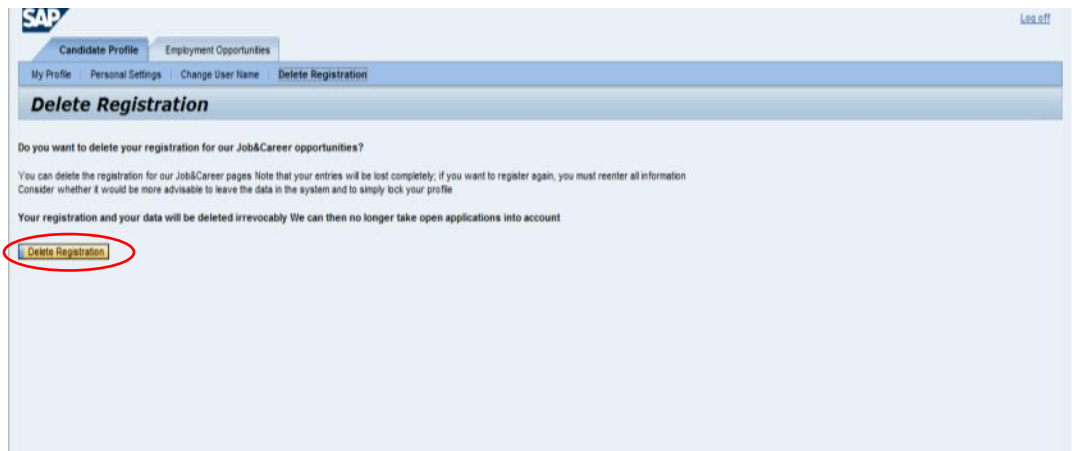
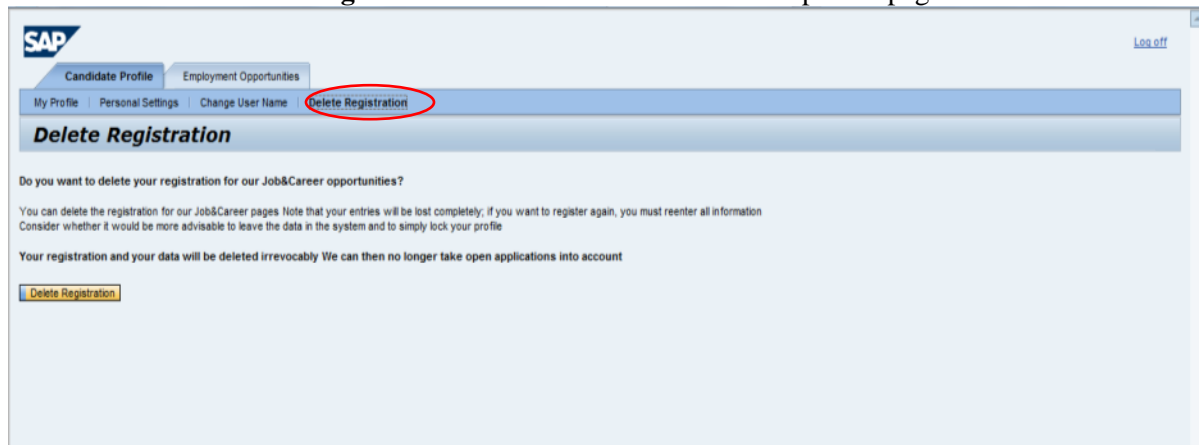
User Name:

Save

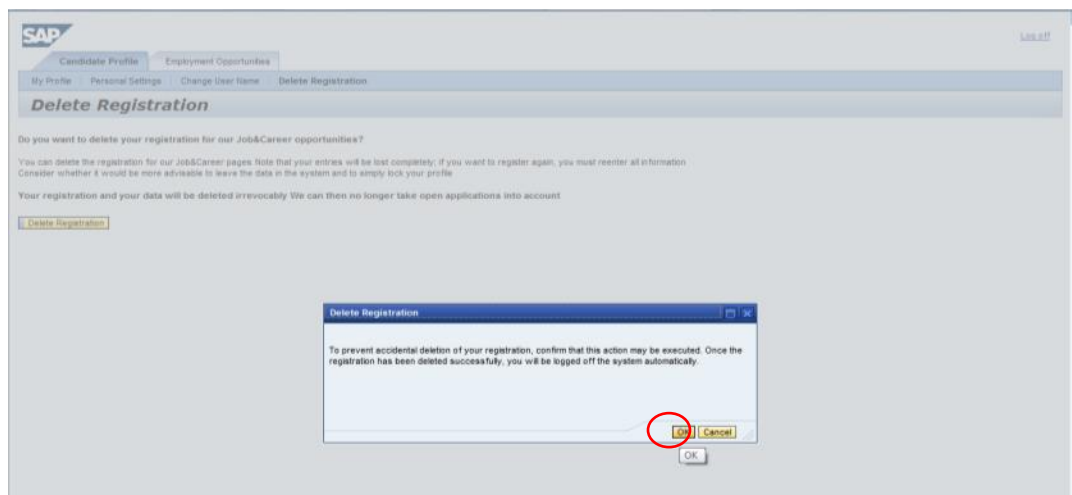


13.0 How to Delete Registration

- Click the “Delete registration” button under the candidate profile page. As shown below



When you click the delete registration button a dialog box will appear asking you the confirmation on if you really want to delete the registration. Click “OK” to it. Once you click ok, the deletion procedure is completed



14.0 How to search or find a job

Candidate Profile | **Employment Opportunities**

Job Search | Application via Reference Code | Favorites | My Applications | Job Agents

Job Search

Are you looking for an interesting new job?
We are constantly looking for talented and motivated new employees who can contribute to the success of our company.
You can restrict the search result by specifying search criteria

Start | **Reset** | **Save Search Query** | **Delete Search Query** | **Save as Job Agent**

You can save your search criteria for later reuse
Search Query: -- No search query saved --

Full Text Search
Keywords:
Search Method: With at least one of the words

Search Criteria for Employment Opportunities
Functional Area:
Contracting and Procurement
Corporate Planning
Engineering (Discipline Engineering)
Exploration
Work Location (Area):
Coastal Areas
Interior Permanent Locations
Interior Temporary Locations
Miscellaneous

Search Method
☒ All search criteria must be filled
☐ At least one search criterion must be filled

General Search Settings

Start | **Reset** | **Save Search Query** | **Delete Search Query** | **Save as Job Agent**

- Candidates are able to search for a job using the “**Employment Opportunities**” tab.
- Candidates can either search as a “general” or by using the “Keywords”



Once the search results are displayed, candidates can click on the “**Job posting**” to view it or select the Job posting and click on the "Apply" button as shown below

The screenshot shows the 'Job Search' results page in SAP e-Recruiting. The page has a navigation bar with 'Candidate Profile' and 'Employment Opportunities'. The 'Job Search' section is active. Below the navigation bar, there is a message about pop-up blockers. The main content area shows a list of job postings. The 'SAP Sr. Specialist Tech3' job posting is highlighted in yellow. Below the list, there are buttons for 'Apply', 'Add Favorite', 'Save Search Query', and 'Tell a Friend'.

Job Posting	Functional Area	Published From
DISCIPLINE-HEAD	Petroleum Engineering	02.07.2013
Asst.7 Position Consultant	IT	02.07.2013
Asst.7 Position Consultant	IT	01.07.2013
SAP Sr. Specialist Tech3	IT	01.07.2013
Asst.7 Position Consultant	IT	01.07.2013
Petroleum Engineering - Top Manager	Petroleum Engineering	26.06.2013
Senior Manager	Exploration	26.06.2013
Senior Manager	Exploration	26.06.2013
Petroleum Engineering	Exploration	26.06.2013
Logistics Manager Lead	Logistics	26.06.2013
Process & Systems Quality Control Supt	Exploration	26.06.2013
TOP OFF	Operations	26.06.2013
Logistics Manager Trainee	Logistics	26.06.2013
PETROLEUM ENG. FUNCTIONAL DIRECTION	Petroleum Engineering	24.06.2013
Dissemination Clerk	HR	20.06.2013

If the candidate clicks on the Job Posting, the details of the job posting are displayed as shown below

The screenshot shows the details of the 'SAP Sr. Specialist Tech3' job posting. The page has a header with 'SAP Sr. Specialist Tech3'. Below the header, there is a message about applying for the selected job posting or going back to the search results. The main content area shows the job details.

SAP Sr. Specialist Tech3

You can apply for the selected job posting or go back to the search results.

[Apply](#) [Print Preview](#) [Tell a Friend](#)

PDO E-Recruiting
External Publication of Job Posting 50110229

Job Posting Title
SAP Sr. Specialist Tech3

Location
Coastal Areas

Function
SAP Sr. Specialist Tech3

Reference Code
50109265

Application Start Date
29.09.2013

Application Closing Date
30.09.2013

Purpose of Job
SAP Sr. Specialist Tech3



- Candidates can select a specific job or add it to their favourites

✓ Job posting "SAP Specialist PM" was added to your favorites

Are you looking for an interesting new job?

Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.

Choose "Create Favorite" to add the job posting to your list of favorites

You can also change your entry and restart the search

[Return to Search](#)

Search Criteria

The search was not restricted

Search Result: 26 Hits

Job Posting	Functional Area	Published From
DISCIPLINE HEAD	Petroleum Engineering	03.07.2013
IM&T Portfolio Consultant	IT	02.07.2013
SAP Specialist PY/PA	IT	01.07.2013
SAP Specialist PM	IT	01.07.2013
IT STC	IT	01.07.2013
Petrophysicist - TOP Trainee	Petroleum Engineering	26.06.2013
Senior Interpreter	Exploration	26.06.2013
Snr Seismic Interpreter	Exploration	26.06.2013
RESERVOIR ENGINEER	Exploration	26.06.2013
Logistics Warehouse Liaison	Logistics	25.06.2013
Projects & Seismic Quality Control Surve	Exploration	25.06.2013
TOP Offfff	Operations	25.06.2013
Logistics Warehouse Trainer	Logistics	25.06.2013
PETROLEUM ENG. FUNCTIONAL DIRECTOR	Petroleum Engineering	24.06.2013
Documentation Clerk	HR	20.06.2013

[Apply](#) [Add Favorite](#) [Save Search Query](#) [Tell a Friend](#)

[Return to Search](#)

- To apply for a job, Candidate may do so by Clicking on the "Apply" button in the "Job Posting" as shown in the snapshot below

SAP Sr. Specialist Tech3

You can apply for the selected job posting or go back to the search results.

[Apply](#) [Print Preview](#) [Tell a Friend](#)

PDO E-Recruiting

External Publication of Job Posting 50110229

Job Posting Title

SAP Sr. Specialist Tech3

Location

Coastal Areas

Function

SAP Sr. Specialist Tech3

Reference Code

50109265

Application Start Date

29.09.2013



If the candidate has applied for the job before, the application will appear in the job search results as shown below in the “Application From” column

Search Result: 7 Hits						
Job Posting	Functional Area	Published From	Published To	Favorite	Application from	
SAP Solution Architect HCM	HR	29.09.2013	30.09.2013	<input type="checkbox"/>		
SAP Sr. Specialist Tech3	Contracting and Procurement	29.09.2013	30.09.2013	<input type="checkbox"/>		
SAP Specialist Tech	IT	29.09.2013	30.09.2013	<input type="checkbox"/>		
Senior SAP Analyst	IT	25.09.2013	30.09.2013	<input type="checkbox"/>		
SAP Sr. Specialist Tech 19.09.2013	IT	19.09.2013	30.09.2013	<input type="checkbox"/>		
SAP Solution Architect HCM	IT	18.09.2013	30.09.2013	<input type="checkbox"/>		
Junior SAP Analyst HR	IT	05.09.2013	30.09.2013	<input checked="" type="checkbox"/>	28.08.2013	

Once the candidate clicks on the job posting which they have applied for, the following screen will appear.

Application Wizard

Welcome, Ms. Andy Smith

We have already received an application from you for this employment opportunity Your application is currently being processed

Job Posting: [Display Job Posting "SAP Specialist PM"](#)

Application from: 01.07.2013

Status: In Process

Cover Letter: Please accept my application

Application Source Type: Employee Referral

Application Source: Employee Referral

Other Information: rewrew

All questionnaires of the application	
Questionnaire	Completed On
STC IT Questionnaire	01.07.2013



15.0 How to use the “Tell a Friend” Service to inform a friend of a job posting

- Select the Job Posting
- Click on Tell a Friend button

Search Criteria

The search was not restricted

Search Result: 7 Hits

Job Posting	Functional Area
SAP Solution Architect HCM	HR
SAP Sr. Specialist Tech3	Contracting and Procurement
SAP Specialist Test	IT
Senior SAP analyst	IT
SAP Sr. Specialist Tech 19.09.2013	IT
SAP Solution Architect HCM	IT
Junior SAP Analyst HR	IT

- Enter the details required

Tell a Friend

Use this option to forward interesting employment opportunities to friends and family. Specify the name and the e-mail address of the recipient. You can also add a personal comment and enter your sender information. The recipient receives your message by mail together with a link to the employment opportunity.

First Name of Recipient:

Last Name of Recipient: *

E-Mail Address of Recipient: *

Message:

First Name of Sender:

Last Name of Sender:

☐ Copy to My E-Mail Address



16.0 How to Search an Application via Reference Code

- You may start searching for a basic job using “Reference Code”

The Reference code of a job posting can be found in the job posting itself as shown below.

SAP Sr. Specialist Tech3

You can apply for the selected job posting or go back to the search results.

[Apply](#) [Print Preview](#) [Tell a Friend](#)

PDO E-Recruiting
External Publication of Job Posting 50110229

Job Posting Title
SAP Sr. Specialist Tech3

Location
Coastal Areas

Function
SAP Sr. Specialist Tech3

Reference Code
50109265

Application Start Date
29.09.2013

Application Closing Date
30.09.2013

Purpose of Job
SAP Sr. Specialist Tech3

- Select the "Application via Reference Code" under the Employment Opportunities tab as shown below

Candidate Profile **Employment Opportunities**

[Job Search](#) [Application via Reference Code](#) [Favorites](#) [My Applications](#) [Job Agents](#)

Application via Reference Code

Are you interested in a new challenge?

Use the reference code search if you already know which job posting you want to apply for and you know the reference code.

Enter the reference code to submit an application

Do you know the reference code of the job posting? Enter the corresponding character string (not case-sensitive)

Reference Code:

[Start Search](#)

Search Result: 0 Hits

Reference Code	Job Posting
The table does not contain any data	



- Enter the Reference Code found in the Job Posting and click on “Start Search”

Job Search | **Application via Reference Code** | Favorites | My Ap

Application via Reference Code

Are you interested in a new challenge?

Use the reference code search if you already know which job posting you want

Enter the reference code to submit an application

Do you know the reference code of the job posting? Enter the corresponding ch

Reference Code:

The result of the search will appear in the Search Result as shown in the snapshot below

Application via Reference Code

Are you interested in a new challenge?

Use the reference code search if you already know which job posting you want to apply for and you know the reference code for it.

Enter the reference code to submit an application

Do you know the reference code of the job posting? Enter the corresponding character string (not case-sensitive)

Reference Code:

Search Result: 1 Hits

Reference Code	Job Posting	Published From	Published To	At
50110057	SAP Solution Architect HCM	29.09.2013	30.09.2013	



17.0 How to add a job into your favourite List

- Under the “Favourites” tab, candidates can find previously added jobs, delete them, apply for specific job or tell a friend of a job posting.

SAP

Candidate Profile | **Employment Opportunities**

Job Search | Application via Reference Code | **Favorites** | My Applications | Job Agents

Favorites

Do you want to apply for one of the bookmarked job postings?

On this page, you can see all the employment opportunities you bookmarked as interesting during the search.

Functional Area	Job Posting
IT	SAP Specialist PM
HR	Organization Manager

[Apply](#) [Delete](#) [Tell a Friend](#)

- “My Applications” tab contains all applications that you have applied for. Here, candidate can Continue/Display application or withdraw/delete applications

SAP [Log off](#)

Candidate Profile | **Employment Opportunities**

Job Search | Application via Reference Code | Favorites | **My Applications** | Job Agents

My Applications

Do you want to call an overview of your applications up to now?

These are your previous applications. You can check the status of applications, and withdraw or delete applications

Number of Applications: 11

Job Posting	Application from	Status
PE Compliance Manager	15.07.2013	In Process
SAP Specialist PM	01.07.2013	In Process
Snr Seismic Interpreter	04.07.2013	Draft
DISCIPLINE HEAD - PE	25.06.2013	In Process
Logistics Warehouse Trainer	01.07.2013	In Process
IM&T Portfolio Consultant	24.06.2013	In Process
Head - Stakeholders Management and Government Relations	23.07.2013	In Process
Senior Petrophysicist	15.07.2013	In Process
Senior Production Geologist	15.07.2013	In Process
Organization Manager	15.07.2013	In Process
Senior VAR Consultant	15.07.2013	Draft

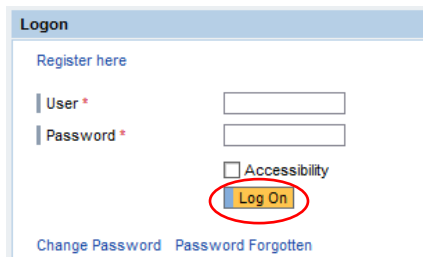
[Refresh](#)

[Continue/Display Application](#) [Delete/Withdraw](#)



18.0 How to login to the portal

Candidates can use fields on the Logon page to access into their profile. Enter your user name and password and then, click “**Log on**”



Logon

[Register here](#)

User *

Password *

☐ Accessibility

Log On

[Change Password](#) [Password Forgotten](#)



19.0 How to view previous applications

- Go to Employment Opportunities tab and then click on My Applications
- The page lists all previous applications completed by the candidate and their statuses

Candidate Profile **Employment Opportunities**

Job Search Application via Reference Code Favorites **My Applications** Job Agents

My Applications

Do you want to call an overview of your applications up to now?

These are your previous applications You can check the status of applications, and withdraw or delete applications

Number of Applications: 5	Application from	Status
Job Posting	08.09.2013	In Process
Corporate Head Organisation & Succession	28.08.2013	In Process
Junior SAP Analyst HR	18.09.2013	In Process
Head Process Control & Optimisation/CFDH	05.09.2013	In Process
SAP Sr. Specialist Tech		Draft
SAP Solution Architect HCM		

[Continue/Display Application](#) [Delete/Withdraw](#)

- Candidates can select on the application and has the option of:
 - **Continuing / Display Application** - This can be selected if the candidate has not completed his/her application or wants to display a completed application
 - **Delete/Withdraw** - this can be selected if the candidate wants to delete or withdraw his/her application

My Applications

Do you want to call an overview of your applications up to now?

These are your previous applications You can check the status of applications, and withdraw or delete applications

Number of Applications: 5
Job Posting
Corporate Head Organisation & Succession
Junior SAP Analyst HR
Head Process Control & Optimisation/CFDH
SAP Sr. Specialist Tech
SAP Solution Architect HCM

[Continue/Display Application](#) [Delete/Withdraw](#)



20.0 How to Create Job Agents

You can create a job agent in order to receive notifications whenever there is a new job posting on the website.

- Click on Employment Opportunities Tab
- Click on Job Agents
- Click on Add button

Candidate Profile | **Employment Opportunities**

Job Search | Application via Reference Code | Favorites | My Applications | **Job Agents**

Job Agents

Would you like to receive notifications about interesting job postings?

Here, you see the job agents that you created so you can receive notifications about interesting job postings

Name of Job Agent	Job Agent Frequency	Status
The table does not contain any data		

Add Edit Delete

☒ Notify me by e-mail if the requirements in a job posting match the information in my profile.

Save



- The Add button will direct you to the Job Search Page whereby you can select the criteria for the job agent you want to create

Job Search

Are you looking for an interesting new job?
We are constantly looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our emp
You can restrict the search result by specifying search criteria

[Start](#) [Reset](#) [Save Search Query](#) [Delete Search Query](#) [Save as Job Agent](#) [Back to Overview of Job Agents](#)

You can save your search criteria for later reuse
Search Query:

Full Text Search
Keywords:
Search Method:

Search Criteria for Employment Opportunities
Functional Area:
Work Location (Area):
Search Method
☒ All search criteria must be filled
☐ At least one search criterion must be filled

You can select the Functional Area and Work Location in which you would like to receive future job positing notifications for as shown below

You can save your search criteria for later reuse
Search Query:

Full Text Search
Keywords:
Search Method:

Search Criteria for Employment Opportunities
Functional Area:
Work Location (Area):
Search Method
☒ All search criteria must be filled
☐ At least one search criterion must be filled



- Click on Save as Job Agent

Start Reset Save Search Query Delete Search Query **Save as Job Agent** Back to Overview

You can save your search criteria for later reuse

Search Query:

Full Text Search

Keywords:

Search Method: With at least one of the words

Search Criteria for Employment Opportunities

Functional Area:

- HR
- Health, Safety & Environment
- IT**
- Infrastructure
- Legal

Work Location (Area):

- <All>**
- Coastal Areas
- Interior Permanent Locations
- Interior Temporary Locations
- Miscellaneous

- Enter the Name of the Job Agent you want to give;
- Select the frequency of the job Agent (Daily, Weekly, Monthly),
- Select "Active" to activate the Job Agent and
- Click on Save button

Full Text Search

Keywords:

Search Method: With at least one of the words

Search Criteria for Employment Opportunities

Functional Area:

- HR
- Health, Safety & Environment
- IT**
- Infrastructure
- Legal

Work Location (Area):

- <All>**
- Coastal Areas
- Interior Permanent Locations
- Interior Temporary Locations
- Miscellaneous

Save as Job Agent

To overwrite a job agent, select it in the table and then save it.

Enter a unique name for the job agent.

Name of Job Agent:

Frequency:

Active: ☒

Saved Job Agents

Name of Job Agent
The table does not contain any data

Save Close



Note:

The Frequency sets how often to trigger the email to the candidate.

If the frequency is set to "**Daily**" then the email notification for existing and new job postings will be sent only once a day.

If the frequency is set to "**Weekly**", the email notification will be sent once a week with the existing and new job posting.

If the frequency is set to "**Monthly**", the email notification will be sent once a month with the existing and new publication

- The Job Agent is Added as shown in the snapshot below
- In order to receive email for the criteria saved, ensure to Check on the "**Notify me by email if the requirements in a job posting match the information in my profile**". By profile, it is referring to the activated Job Agent profile you created.

Job Agents

Would you like to receive notifications about interesting job postings?

Here, you see the job agents that you created so you can receive notifications about interesting job postings.

Name of Job Agent	Job Agent Frequency	Status
IT	Daily	Active

[Add](#) [Edit](#) [Delete](#)

☒ Notify me by e-mail if the requirements in a job posting match the information in my profile.

[Save](#)

